Welcome and Agenda

1. Opening Comments from Dr. Paul Klotman
2. Where are we now?
   • SuccessFactors
   • Defining Pathways and Possibilities
   • Employee Engagement
3. Mosaic HR Update
   • Our History
   • Highlights of the New System
   • The Next 30 Days
   • Time Recording Requirements
   • Information and Resources
4. Questions
Opening Comments: Dr. Paul Klotman

Mission:
Baylor College of Medicine is a health sciences university that creates knowledge and applies science and discoveries to further education, healthcare and community service locally and globally.

• After several years of visioning, planning, and execution, Mosaic HR is live – We now have 21st century technology in the 21st century
• This change is vital to the future success of BCM and a major milestone in our Improvement Agenda
• It would not have been possible to get to this milestone without the diligent efforts of staff across BCM
• Today is about thanking those who engaged in this effort!
Special Thanks to Jennifer Tessin

- Innovator
- Communicator
- Developer
- Transformer
- Leader
Mosaic HR

By the Numbers....

- 2+ Years of Work to Plan
- 6+ Months to Mobilize Team and Partner
- 13+ Months of Designing, Building, Testing, Deploying SuccessFactors
- 40,000+ Total BCM Manhours of Effort
- 300+ Members in the Summer of Change
- 12,500+ HR Records Converted
- 2,000+ People Trained on SuccessFactors Functionality
- 2nd Higher Ed Institution to Implement Full SF Suite
- 21st Century Technology in 2019!
Thank You

Mosaic HR Project “Core Team”
Amy Kneeppep - Bonnie Weisman – Dane Friend - David Hom – Diana Buckles - Elizabeth Hatfield - Felicia McKnight - Iman Morris -
Shih - Melissa Vaikhman - Michael Burger - Michael Mandzuk - Michelle Rose - Pam Richards - Piet Victor - Raghavender Pagidi -
Robert Schott - Ross Adkins - Sandhya Venkataramani - Soujanya Sistla - Theresa Day – Tomeka Johnson - Van Tran

Mosaic Team
Champak Chidambaram - David J. Hom - Himateja Bandaru - James A. Williams - Jennifer M. Tessin - Kalyani Penmetsa - Lisa M.
Shoemaker - Mario Morales - Monique S L Stephens - Paul E. Sammons - Petrus Victor - Qinghua Huang - Raghavender Pagidi -
Shibli Zaman - Soujanya Sistla - Stephanie Louis - Yu Li

Human Resources Team
Alejandro Pena - Amara Nwagu - Amy Makiyama - Andrea Martinez - Angela Garcia - Angela Starr Perez-Majul - Barbara T. Naples -
Bonnie Weisman - Brandy Christine Santana - Carl Green - Celeste Richardson - Charlotte Anderson - Christopher Harrison - Connie Iles -
Courtney Richardson - Deborah L. Phillips - Desiree Guida - Diana Buckles - Elisabeta Trail - Elizabeth Anne Hatfield - Faith Washington -
Felicia McKnight - Haley B. Steward - Harita Dave - Iman M. Morris - James Holliday - Jasmine McAlister - Jennifer Cleveland - Jesse
Geslin - Kristen Duncan Fox - Larysa Kruijs Rangel - Leigh Knubley - Marcela Navarro - Martha L. Ficklin - Megan Holewyne - Melanie
Monica Gabriel Williams - Monica Garcia - Natalie Hannah - Noreen Wasserman - Oscar Garcia-Varela - Sandhya Venkataramani - Sandra
Mason - Shanika Brooks - Shelvia Cottes - Sherry Ugochukwu - Stacey Cheung - Tena White - Theresa Shanks Day - Toi Washington -
Tomeka Y. Johnson - Wendy Stewart
Thank You

Department Administrators


Communications

Agapito Sanchez - Andrew Phifer - Dana Benson - Enrique Serrano - Jacqulynn Foltin - Terry Krailo

Information Technology


Mosaic Steering Committee and Information Executive Committee

Adam Kuspa, PhD - Alicia Monroe, MD - Claire Bassett - James McDeavitt, MD - Joe Doty - Julie Nickell - Kim David - Lee Leiber - Lorie Tabak
Thank You

Summer of Change

Mosaic HR Journey

1. Program Leadership Kickoff – July, 2018
   *Desire – Dedication – Discipline*

2. First Staff Town Hall Meeting – November, 2018
   *Discover – Develop – Deploy*

3. Second Staff Town Hall Meeting – February, 2019
   *Engage – Embrace – Encourage*

4. Third Staff Town Hall Meeting – May, 2019
   *Plan – Prepare – Perform*

5. Today’s Staff Town Hall Meeting – August, 2019
   *Communicate – Change – Control*
Defining Pathways and Possibilities | Goals

• Well-defined job architecture that will evolve with the organization

• Consistent job roles across the College for administrative and leadership positions

• Clear, well-documented job expectations and roadmap for career growth

• Well-developed career framework that serves as an anchor for other HR programs (e.g. employee development, performance management, workforce planning, recruitment)
Defining Pathways and Possibilities | Next Steps

- The Defining Pathways and Possibilities Project Team is finalizing individual job architecture for each department through meetings with department and functional leaders – 8 more meetings (46 completed).

- Communication will be forthcoming for employees mid to late August

- Defining Pathways and Possibilities go-live is September 1, 2019
Employee Engagement | Next Steps

• Next Staff Town Hall – October 29th

• Leadership has received action plans from units across the College

• Leadership is meeting with units to finalize action plans for implementation

• Action plans to be implemented no later than October
Mosaic HR

Our History...
Mosaic HR

Our History...

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**Hourly Timesheet**

- **Employee Name:** SINGH MANMOHAN
- **Home Dept:** MOLEC. PHYSIOLOGY/LARNA
- **Percent Time:** 47.00

**For the pay period 03/17/2019 to 03/30/2019**

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**Overtime Distribution**

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<th>WBS Element</th>
<th>Internal Order</th>
<th>Percent</th>
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**Signature**

- **Employee Signature**

- **Departmental Approval**
Mosaic HR
Our History...
Mosaic HR

Our History...
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Our History...
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Our History...
Mosaic HR

Our History...
Mosaic HR
Our History...
Mosaic HR
Looking Forward....
Mosaic HR
Looking Forward....

NO MORE Paper TIME SHEETS
Mosaic HR
Looking Forward....

NO MORE Paper TIME SHEETS

EASIER/STREAMLINED PROCESSES
Mosaic HR
Looking Forward....

- No more paper time sheets
- Easier/streamlined processes
- Self-service reporting
- Improved visibility
- Better new hire onboarding
- Improved forecasting
- Reduced travel
- Improved workflow
- Improved communication
- Improved reporting
- Improved business objectives
- Improved productivity
- Improved retention
Mosaic HR
Looking Forward....
Mosaic HR
Looking Forward....

- NO MORE Paper Time Sheets
- EASIER/STREAMLINED Processes
- Protect Master Data
- Ease to navigate ESS
Mosaic HR

Looking Forward....

- No more paper time sheets
- Easier/Streamlined processes
- Protect Master Data
- Ease to navigate ESS
- Self Service Reporting
- New Learning Experience
Mosaic HR
A Quick Overview...
Mosaic HR

Highlights of the new system...
Self Service

General Services

- Emergency Notification System
- BCM Credit Union
- FedEx Shipping or Package Tracking
- Find a Person Directory Opt Out
- Transportation Resources (Metro, Parking, Shuttle Schedule)

IT Services

- Box at BCM
- Password Manager
- IT Support Request

Employee Services

(HP, Benefits, Travel, Procurement)

- HR Self-Service (name/address/dependent updates, learning, time recording/leave of absence requests, earnings/W-2 statements)
  HR/Employee Self-Service Information / SuccessFactors Log-in
- Benefits Programs
  Benefits Information / Benefits Log-in
- Travel and Expense Reimbursement
  Travel and Expense Information / Concur Log-in
- Procurement / Supply Chain
  Supply Chain Information / Marketplace Log-In
The Next 30 Days...
August Priorities

- Weekly Timesheet Entry and Approval for Non-exempt Employees
- Time-Off Submission for Exempt Employees
- First payroll after Go-Live on August 20th
- Employee Profile Updates as needed
- Processing Personnel Actions
- Supporting departments and end users through the transition
**Time Recording Requirements**

Starting August 5, 2019

**SALARIED EXEMPT**
(Faculty and Staff)

“Negative” Time Recording
- Required to Submit Time-Off Only, No Weekly Timesheet

**HOURLY NON-EXEMPT**
(Staff)

“Negative” Time Recording
- Employee Only Records Exceptions and Time-Off
- Hours Paid based on Planned Working Schedule and exceptions recorded and approved
- Must be Benefits-Eligible

**OR**

“Positive” Time Recording
- SUCCESSFACTORS: Employee MUST submit hours worked via Electronic Timesheet Weekly
- REPLICON: Hours submitted via Replicon clock and must be submitted/approved in SuccessFactors

**GRADUATE STUDENTS**

“Negative” Time Recording
- No Weekly Timesheet. Leaves to be submitted in SuccessFactors.

**RESIDENTS/CLINICAL FELLOWS**

“Negative” Time Recording

**POST-DOCS**

“Negative” Time Recording
- Required to Submit Time-Off Only, No Weekly Timesheet
Information and Resources

Mosaic HR - Simplify. Improve. Connect.

The Mosaic HR project is going live on Aug. 5, 2019 and will enable Baylor College of Medicine with improved human resource business systems, data and operational processes. The project impacts activities performed by employees as well as HR professionals. As part of the Mosaic HR Project, we are deploying SuccessFactors' SAP's

Training Resources by Process Area

Several training resources have been assembled below to help employees and HR professionals navigate the new system and processes launching Aug. 5, 2019 as part of the Mosaic HR Initiative. For assistance, contact HRHelpdesk@bcm.edu.

In preparation for and following the Aug. 5 go-live, the Mosaic team is offering training courses for specific groups of users who will be most impacted by the changes at go-live. Specifically, training is being provided for all department HR coordinators, department administration, all hourly/non-exempt employees, and time approvers of hourly/non-exempt employees. See the schedule for classroom-based training sessions if. Additionally, the training team is offering an opportunity to attend informal open training labs if.

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<th>Training and How-To Guides for Basics and Navigation</th>
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<tr>
<td>SuccessFactors Basics and Navigation</td>
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<tr>
<td>Install SuccessFactors Website Login</td>
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Classroom-Based Training Sessions ➔

Informal Open Learning Labs ➔

Mosaic HR/SuccessFactors Login (Coming Aug. 5)

BCM Multi-Factor Authentication (MFA) ➔

Department Sponsors/Change Network ➔

Contact Us

Have a question or concern about Mosaic? Contact Jennifer.Tesser or Jennifer.Tesser@bcm.edu.
Questions?